

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
November 12, 2013**

**PRESENT:** Deborah Viola, Ph.D., Secretary-Treasurer  
Tom Toronto, Assistant Secretary-Treasurer  
Freeholder Joan Voss, Board Member (Arrived Late)  
Freeholder Tracy Zur, Board Member  
John M. Carbone, Esq., County Adjuster (Arrived Late)  
Leah Puzzo, Board Member  
Mayor Vincent Barra, Board Member  
William E. Connelly, Jr., Chairperson  
John L. Schettino, Esq., General Counsel  
Robert W. Calocino, Acting Director  
Alex Morales, Interim Management Consultant  
Michele Darmochwal, Administrative Secretary

**ABSENT:** Randi Duffie, Vice Chairperson

A regular meeting of the Bergen County Board of Social Services was held on November 12, 2013 at 4:30 p.m. in the Board Room of the Bergen County Board of Social Services, 216 Route 17 North, Building A, Rochelle Park, New Jersey.

**PUBLIC SESSION:**

John L. Schettino, Esq., called the meeting to order. General Counsel read the notice required by the Open Public Meetings Act as follows:

"Pursuant to the Open Public Meetings Act, adequate notice of the meeting scheduled for November 12, 2013 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2013, including a notice of the scheduled time, scheduled date, and location of this meeting at the Bergen County Administrative Building, One Bergen County Plaza, Hackensack, New Jersey.
2. The mailing of this notice of the time, date, and location of this meeting to "The Record", which was published on March 8, 2013 and to the Herald News, which was

published on March 8, 2013.

3. By filing of the notice of the time, date, and location of this meeting with the Bergen County Clerk, said filing having taken place on March 6, 2013.

The notice required by the "Open Public Meeting Act" was read as follows:

"Ladies and Gentlemen, the Bergen County Board of Social Services shall now exclude members of the public from the meeting for the following reason:

1. The Board shall discuss property matters involving individuals who have received assistance from the Bergen County Board of Social Services. The identification of such individuals or their property may result in a violation of their rights to privacy and may result in the loss of public funds by this agency.
2. The Board shall discuss matters which are covered pursuant to N.J.S.A. 10:4-12 (b)(1,2,3) involving individuals who have received assistance from the Bergen County Board of Social Services or who have applied for assistance. To disclose the names of such individuals would work an unwarranted invasion of their rights to privacy.
3. The Bergen County Board of Social Services shall discuss personnel matters which are specifically exempt from public meetings pursuant to N.J.S.A. 10:4-12 (b)(8).
4. The Board shall discuss matters with Counsel to the Board which matters shall fall within the attorney-client privilege and are therefore excluded from the public meeting.
5. The Board may discuss other matters pursuant to N.J.S.A. 10:4-12.

Please be advised that at the conclusion of this session, the Board shall return to a public session and the members of the public are invited to return in order to observe. Thank you.

A quorum being achieved, the Board met in Public Session.

### **PUBLIC SESSION:**

#### **Flag Salute**

Dr. Viola led those present in a salute to the flag.

#### **Roll Call**

A Roll Call was taken for Open Session:

| <b>MEMBERS</b> | <b>TITLE</b>     | <b>PRESENT</b> | <b>ABSENT</b> |
|----------------|------------------|----------------|---------------|
| RANDI DUFFIE   | VICE CHAIRPERSON |                | X             |

|                       |                     |   |   |
|-----------------------|---------------------|---|---|
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X |   |
| TOM TORONTO           | ASST. SEC-TREASURER | X |   |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     |   | X |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |   | X |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X |   |
| LEAH PUZZO            | BOARD MEMBER        | X |   |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X |   |
| WILLIAM CONNELLY      | CHAIRPERSON         | X |   |

On behalf of the Board, Chairman Connelly and Dr. Viola presented Certificates of Appreciation in recognition of their dedication and devotion to identify fraud & abuse of the Bergen County Board of Social Services to staff members. The Chairman thanked the entire staff for their dedication and hard work.

**Open Public Comment Period**

A motion to open the Open Public Comment Period, for a three-minute limit with the option of speaking again, was offered by Freeholder Zur, seconded by Dr. Viola, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     |     |     |         | X      |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |     |     |         | X      |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

There being no public comment, a motion to close the Open Public Comment Period was offered by Freeholder Zur, seconded by Dr. Viola, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     |     |     |         | X      |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |     |     |         | X      |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

**Adoption of Minutes:**

**(a) Open Session Minutes October 1, 2013**

No discussion. A motion to adopt the Open Session Minutes of October 1, 2013 was

offered by Mrs. Puzzo, seconded by Dr. Viola, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     |     |     |         | X      |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |     |     |         | X      |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

### **Treasurer's Report:**

#### **(a) Bills List:**

A discussion ensued. A motion to approve the Bills List was offered by Mr. Toronto, seconded by Freeholder Zur, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     |     |     |         | X      |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |     |     |         | X      |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

#### **(b) Schedule of Vouchers:**

A discussion ensued. A motion to approve the Schedule of Vouchers was offered by Mr. Toronto, seconded by Dr. Viola, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     |     |     |         | X      |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |     |     |         | X      |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

### **Acting Director's Report:**

#### **(a) Monthly Reports – Statistical & Financial:**

A snapshot of caseload and expenditures was provided to the members for the month of

September. A discussion followed.

**(b) Memoranda to the Board**

Mr. Morales reported the Adult Protective Service Unit assisted an elderly Leonia man who was the victim of financial abuse. To date, 80 employees have completed DIMS training. Several months ago, the agency applied to serve as the case manager for clients with developmental disabilities (DDD) in our area. This week, the agency received its first referral from the state in regard to this program. In regard to Case Banking/Reorganization, the agency has begun completing the physical moves that will allow for the implementation of case banking and reorganization of the intake and redetermination process. The State of N.J. offered all CWA's the opportunity to participate in a Memorandum of Understanding (MOU) that incentivizes agencies to improve the rate of timely Medicaid recertifications. In September, 2012 the agency was at 48.56% and we had a total of 13,475 active cases under the MOU. Since that time, we are now up to 86% and our cases dropped to 9,668. Mr. Morales acknowledged the hard work of the staff. The Adult Protective Services Unit participated in Health Fairs in both Ridgefield and Teaneck. In regard to the Community Work Experience Program (CWEP), the agency hired eight (8) former CWEP participants, and we have been very successful with this program.

For the record, Mr. Carbone arrived at 4:54 p.m.

Mayor Barra inquired about the DIMS back-scanning schedule. The agency is scheduling a meeting with the County in the near future to discuss the budget. At Mayor Barra's request, a report showing where we are with funding and scheduling for CY2014 and how quickly we can get back scanning completed will be provided at next month's Board Meeting.

**Chairman's Report:**

The Chairman thanked the staff that came to tonight's meeting in reference to the Fraud Department. He also acknowledged and thanked all the staff for their hard work.

**Committee Reports:**

**(a) Welfare, Fraud, and Abuse Committee**

Mrs. Puzzo reported from September 24 to November 11, 2013, the Fraud Division forwarded seven new complaints to the Bergen County Prosecutor's Office.

**(b) Audit & Budget Committee**

Mr. Toronto reported the agency received four responses to the RFQ for Auditor. The RFQ's were reviewed by General Counsel and all four firms submitted the required documents. Because there are only two Board Members sitting on the Audit & Budget Committee, Chairman Connelly volunteered to also serve on this committee. The Audit & Budget Committee will review the submittals and come up with a set of recommendations. The Chairman discussed the selection of

Auditor will take place with the entire slate of RFQ's, which will be done in early 2014. At the Board's request, copies of all four submittals will be scanned and e-mailed to the full Board for their review.

**(c) Building & Grounds Committee**

Mayor Barra reported the committee has been negotiating with several landlords but is a topic for Closed Session.

**OLD BUSINESS:**

**(a) Discussion regarding RFQ for Auditor submissions**

This item was previously discussed.

**NEW BUSINESS:**

**(a) Next Board Meeting Date – Tuesday, December 3, 2013 @ 4:30 p.m.**

The next meeting is scheduled for Tuesday, December 3, 2013 at 4:30 p.m.

**Action Items:**

**Resolutions:**

A motion to discuss and approve Resolution 2013.11.12 (2) Authorizing Application for Grant from the State of New Jersey Dept. of Community Affairs in connection with the Universal Service Fund CWA Administration 2014 Program was offered by Freeholder Zur, seconded by Dr. Viola, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     | X   |     |         |        |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |     |     |         | X      |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

A motion to discuss and approve Resolution 2013.11.12 (3) Authorizing Grant from the State of New Jersey Dept. of Community Affairs in connection with the Universal Service Fund CWA Administration 2014 Program was offered by Dr. Viola, seconded by Freeholder Zur, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     | X   |     |         |        |

|                      |              |   |  |  |   |
|----------------------|--------------|---|--|--|---|
| FREEHOLDER JOAN VOSS | BOARD MEMBER |   |  |  | X |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X |  |  |   |
| LEAH PUZZO           | BOARD MEMBER | X |  |  |   |
| MAYOR VINCENT BARRA  | BOARD MEMBER | X |  |  |   |
| WILLIAM CONNELLY     | CHAIRPERSON  | X |  |  |   |

A motion to discuss and approve Resolution 2013.11.12 (4) Approving Acting Temporary Director for a period of six months was offered by Dr. Viola, seconded by Mr. Toronto, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     | X   |     |         |        |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |     |     |         | X      |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

### **CLOSED SESSION:**

The Board will go into Closed Session to discuss items as set forth on the agenda to discuss personnel matters, Closed Session minutes of 10/01/13, litigation, and office lease negotiations and location. The Board will be in Closed Session for approximately 30 minutes. Official action may be taken by the Board once they exit Closed Session and reopen the meeting. The doors will reopen when they resume in Open Session and may take further action. The minutes from the Closed Session will be available to the public once the items have been resolved or no longer requires the minutes to be held and not distributed to the public. A motion to approve Resolution 2013.11.12 (1) and to go into Closed Session was offered by Freeholder Zur, seconded by Dr. Viola, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     | X   |     |         |        |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        |     |     |         | X      |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

The Board went into Closed Session at approximately 5:15 p.m.

### **OPEN SESSION:**

The Board reconvened in Open Session at approximately 6:45 p.m.

A motion to adopt the Closed Session Minutes of October 1, 2013 was offered by Mr. Toronto, seconded by Mrs. Puzzo, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     |     |     | X       |        |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        | X   |     |         |        |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

A motion to approve personnel requests 11.01 through 11.11 was offered by Dr. Viola, seconded by Freeholder Voss, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     | X   |     |         |        |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        | X   |     |         |        |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

A motion to table the bills for all Counsel until they submit the summary form on the sheet for each case and the status of litigation was offered by Mr. Carbone, seconded by Freeholder Zur, and approved as follows:

| MEMBERS               | TITLE               | AYE | NAY | ABSTAIN | ABSENT |
|-----------------------|---------------------|-----|-----|---------|--------|
| RANDI DUFFIE          | VICE CHAIRPERSON    |     |     |         | X      |
| DEBORAH VIOLA, Ph.D.  | SECRETARY/TREASURER | X   |     |         |        |
| TOM TORONTO           | ASST. SEC-TREASURER | X   |     |         |        |
| JOHN M. CARBONE, ESQ. | COUNTY ADJUSTER     | X   |     |         |        |
| FREEHOLDER JOAN VOSS  | BOARD MEMBER        | X   |     |         |        |
| FREEHOLDER TRACY ZUR  | BOARD MEMBER        | X   |     |         |        |
| LEAH PUZZO            | BOARD MEMBER        | X   |     |         |        |
| MAYOR VINCENT BARRA   | BOARD MEMBER        | X   |     |         |        |
| WILLIAM CONNELLY      | CHAIRPERSON         | X   |     |         |        |

With no further business to conclude, a motion to adjourn the meeting at approximately 6:50 p.m. was offered by Freeholder Zur, seconded by Mrs. Puzzo, and unanimously approved.



Respectfully submitted,

A handwritten signature in black ink, appearing to read "RWC Calocino". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert W. Calocino  
Acting Director